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Superior Court  
Of Snohomish County

ADMINISTRATIVE ORDER 33-08

Snohomish County Superior Court  
Interpreter Policy and Procedures

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Adopted: August 13, 2008

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**A. General Provisions**

1. In order to implement the Snohomish County Trial Courts' Interpreter Policy and Procedures as agreed upon by Snohomish County Superior Court, Snohomish County District Court, and the Municipal Courts of the cities of Edmonds, Everett, Lynnwood and Marysville, the Court has considered: RCW Chapter 2.42 which secures the rights of deaf and hearing impaired persons to interpreters; RCW 2.43 which secures the rights of non-English speaking and limited English speaking persons; and GR 11 which establishes the Interpreter Commission and a Code of Conduct for Court Interpreters.
2. Uniform countywide policies regarding court interpreters are intended to provide equality of access to justice and uniform quality of interpreter services in all the trial courts of Snohomish County.
3. Maximum rates are set for interpreter services in order for court administrators and designated staff to provide necessary qualified interpreter services within the constraints of state, county, and municipal appropriations.

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4. By accepting a court assignment, the interpreter agrees to abide by all applicable rules of decorum, to dress in appropriate professional attire, to report on time, and to abide by the Code of Conduct for Court Interpreters, GR11.2.
5. By accepting a court assignment, the interpreter declares to the court that the interpreter has the proper training, skill and background to perform interpreting services in a competent and professional manner.
6. Upon request the interpreter agrees to furnish a resume and other information to permit review of the interpreter's qualifications and competency to provide interpreter service to the court.
7. The court does not guarantee any interpreter any specific number of assignments or any specific amount of income.

### **B. Payment for Services**

1. Certified and registered interpreters will be paid a rate of \$50.00 per hour.
2. Qualified interpreters will be paid a rate of \$40.00 per hour.
3. The court may set a higher hourly rate of payment of expenses in circumstances where there is very limited number of interpreters available for rare/exotic languages, or for other special circumstances.
4. Interpreters will be paid a rate of either \$50.00 or \$40.00 per hour, depending on qualifications, with one 2 hour minimum for the AM session and one 2 hour minimum for the PM session. Subsequent jobs/appointments<sup>1</sup> exceeding the 2 hour AM and/or 2 hour PM sessions will be paid in 30 minute increments. If any part of the subsequent job occurs within the 2 hour minimum AM session or the 2 hour minimum PM session, it shall be included as part of the AM and/or PM session and shall not be billed separately.

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<sup>1</sup> Appointment or job means the courthouse or other location of the interpreter assignment.

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### Example #1:

*Interpreter John Doe is scheduled for a job/appointment at the District Court Everett Division at 8:30 am as well as a Superior Court job/appointment at 10:00 am. Mr. Doe is a certified interpreter and therefore will be paid \$50.00 per hour with a 2 hour minimum for the am session of the day. Mr. Doe is not excused from Superior Court until 11:00 am. Mr. Doe will submit an interpreter invoice to District Court for the am session (\$100.00) plus travel or mileage from his home or office to the Everett Division. Mr. Doe will submit a 2<sup>nd</sup> invoice to Superior Court for the subsequent 30 minutes (\$25.00) charging no travel or mileage as the courts are within walking distance. If Mr. Doe returns to his home or office after his 10:00 Superior Court appointment, mileage will not be paid.*

### Example #2:

*Interpreter Jane Doe is scheduled to interpret for 1 case at Marysville Municipal court at 9:00 am and then at the District Court Cascade Division at 10:00 am and is excused at 10:30 am. These two job/appointments will make up her am session for the day. In the afternoon Ms. Doe is scheduled to appear at Everett Municipal Court at 1:00 pm for her pm session of the day. Ms. Doe is excused from Everett Municipal at 3:30 pm. Ms. Doe will submit 1 invoice to Marysville Municipal billing for the AM session as well as mileage or travel from her home or office to Marysville Municipal. The 2<sup>nd</sup> invoice for the day will be submitted to Cascade Division for mileage only for travel from Marysville Municipal to Cascade Division. Ms. Doe does not bill for her 10:00 am job/appointment as it is included in the AM session billed to Marysville Municipal. The 3<sup>rd</sup> and final invoice of the day is submitted to Everett Municipal for the PM session plus the subsequent 30 minutes. The 3<sup>rd</sup> invoice will also include mileage from Cascade Division to Everett Municipal Court. Ms. Doe's return to her home or office will not be billed.*

5. Interpreters are required to remain on site at the job until it is determined by the court that no further interpreter services are needed. The court or designated interpreter contact will excuse the interpreter at the end of the job. The interpreter is expected to handle multiple cases for which the interpreter is qualified in various court locations during the assigned time-period until released by the designated interpreter contact.

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### **C. Payment for Travel**

Travel from the address of origin<sup>2</sup> to the appointment/job, 0-15 miles, will be paid mileage at the prevailing state rate (the prevailing state rate on 6/2/08 is .505 cents per mile). Travel from the address of origin to the appointment/job, 16+ miles, will be paid either mileage (at the prevailing rate) per mile or time, not both. When travel time is paid it will be at ½ the hourly rate of pay rounding up to the next 15 minutes. *For example: If a certified or registered interpreter travels 25 miles in 40 minutes, travel will be paid for 45 minutes, \$18.75. A qualified interpreter traveling 25 miles in 40 minutes would be paid for 45 minutes, \$15.00.* Travel time will be paid only when traveling time is ½ hour or more. Travel is only paid from point of origin to appointment/job. Exception: When the interpreter's next address of destination<sup>3</sup> is a Snohomish County Trial Court travel will be paid between appointments/jobs. Roundtrip<sup>4</sup> travel will not be paid.

If the interpreter's subsequent job is within walking distance, travel will not be paid.

### **D. Cancellation Policy**

No payment shall be made if the interpreter is notified more than 24 hours prior to the start time of the requested service that interpreter services are no longer needed.

If insufficient notice of cancellation is given, the court will reimburse the interpreter for the minimum of two hours for all jobs other than jury trials. The interpreter shall be available for reassignment during the cancelled time for which payment is owed. The interpreter may be reassigned to another court location as long as interpreting time, plus travel time if applicable, is not expected to exceed the original assigned time-period. Jury trial reservations will be reimbursed at a

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<sup>2</sup> Address of origin means the interpreter's home, office or immediately previous appointment meeting place.

<sup>3</sup> Address of destination means the interpreter's home, office or immediately next appointment meeting place.

<sup>4</sup> Roundtrip means from the interpreter's home/office to the appointed appointment/job, followed by the interpreter's return to their home/office.

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rate of 4 hours minimum per day up to 3 days to be determined by the trial court on a case by case basis.

### **E. Payment Process**

A Snohomish County Courts Interpreter Invoice shall be used in all cases for payment. Interpreter invoices must be submitted to the Snohomish County Court location where service was provided. If the service was provided at a public defender's office or at Snohomish County Corrections the invoice must be submitted at the court where the case is filed.

The invoice must be signed by a court clerk/official and submitted to the court on the day of service. All information must be supplied or the invoice may not be honored or paid.

See examples 1 & 2 under section 1. as it pertains to interpreter invoices.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2013

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Michael T. Downes, Presiding Judge

Supersedes: Reformatted February 20, 2013- no change in content; Adopted August 13, 2008
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### **Snohomish County Mileage Chart Approximate – One Way**

	Superior Court	DJJC	DC-CAS	DC-EVD	DC-EGD	EC-SOD	EDM	EVM	LYM	MAR	PDA	Corrections
Superior Court		2	20		15	15	19	.1	14	7	.1	.1
DJJC	2		18	2	16	17	21	2	15	4	2	2
DC – Cascade	20	18		20	27	34	38	20	32	15	20	20
DC – Everett		2	20		15	15	19	.1	14	7	.1	.1
DC – Evergreen	15	16	27	15		25	29	15	23	20	15	15
DC – South	15	17	34	15	25		3	17	2	22	17	17
Edmonds Municipal	19	21	38	19	29	3		19	5	25	19	19
Everett Municipal	.1	2	20	.1	15	17	19		13	7	.1	.1
Lynnwood Municipal	14	15	32	14	23	2	5	13		20	14	14
Marysville Municipal	7	4	15	7	20	22	25	7	20		7	7
Sno Co Public Defender	.1	2	20	.1	15	17	19	.1	14	7		.1
Sno Co Corrections	.1	2	20	1	15	17	19	.1	14	7	.1	